Small Works Roster Registration Guide:

Go to King County's Procurement web site > Solicitations tab > My Account web page at
https://procurement.kingcounty.gov/procurement_OVR/myaccount.aspx

SCREEN SHOT 1:

1. You have to be a King County OVR (Online Vendor Registration) registered Vendor to participate in the online "Roster Application" system. Click "Register Now" to register.
2. If you are a registered vendor, enter your Username and Password.

SCREEN SHOT 2:

1. Click "Roster Membership" tab, inside of page.

1. Click "Apply for membership in the Small Works Roster" under "Access to Roster Account" column.

SCREEN SHOT 3B/ SMALL WORKS ROSTER:

1. Read the Statement of Certification/ Disclaimer.
2. Click "Create a Small Works Roster Account".

YOU WILL NOW ENTER INFORMATION TO CREATE YOUR ORGANIZATION'S ROSTER ACCOUNT.

SCREEN SHOT 4A/ SMALL WORKS ROSTER:

1. Read the instruction carefully.
2. Go to "Organization Information" tab, inside of page.

SCREEN SHOT 5A/SMALL WORKS ROSTER:

1. Update your organization information.
2. Provide/update UBI Number and SCS Number. (Optional)
3. Click "Update" button if you made changes.
4. Read information on "Limited Public Works" (LPW).
5. Click "Apply for LPW". (Optional)

Screen Shot 5B/Small Works Roster:

1. Read document requirement to participate in LPW.
2. Click "Upload LPW Eligibility document" to upload eligibility document, a Federal Tax Return or a notarized affidavit copy, verifying gross annual revenue of under $1,000,000.

Screen Shot 5c/Small Works Roster:

1. Read information regarding document format.
2. Click "Browse" and search for "Eligibility" document in your computer. Click the document title/icon. The path of the document will appear in the data entry box.
3. Click "Upload LPW Eligibility document". Your document will be delivered through SSL (https). This keeps your information secure.
4. Click, "Go back to Small Works Roster Account".

1. You cannot delete uploaded document/s.
2. You can "Upload" new/recent a Federal Tax Return or a notarized affidavit copy to update your application in the future.
3. Go to "Washington State Contractor's License(s) tab, inside of page.

SCREEN SHOT 6A/SMALL WORKS ROSTER:

1. Enter all of your organization's Washington State Contractor licenses, no limit in number of entries.
2. Go to "Category's of Work" tab, inside of page.

SCREEN SHOT 6B/SMALL WORKS ROSTER:

Screen shot of page with data information added.

SCREEN SHOT 7A/SMALL WORKS ROSTER:

1. Read the direction carefully. There are 4 steps to add/update your category(s) of work.
2. Click "Update Categories of Work".

Screen shot of page with categories of work added.

1. Do not click the "Submit for Evaluation" button until you have added/updated all the categories of work entries you wish to make for the time being.

SCREEN SHOT 7C/SMALL WORKS ROSTER:

Screen shot of page after roster application/ category(s) of work information have been submitted for evaluation.

Reference for "Status" of Category(s) of Work:

Status of Category(s) of Work	Description
Application In-Progress	Roster application has been initiated, but not completed.
Submitted	Roster application has been completed and submitted for evaluation. 2 scenarios possible: - Vendor required document (LPW)/information plus at least one category of work with 2 project examples submitted for approval. - An approved vendor submits additional category (s) of work with the corresponding 2 project examples.
Approved	2 scenarios: - Vendor is approved for roster program, [URL of roster home page]. - Vendor is approved for a specific category of work [URL of roster home page].
Rejected	2 scenarios: - Vendor is rejected for roster program, [URL of roster home page]. - Vendor is rejected for a specific category of work [URL of roster home page].
Deactivated	Vendor may be deactivated per action taken by vendor in lieu of termination of employment from organization, or due to obsolete/inactive account.

SCREEN SHOT 8A/SMALL WORKS ROSTER:

Screen shot of page, with no "Category of Work" chosen.

1. Read the direction carefully.
2. Check/Add "Category of Work". Limit to ten (10) items.

3. To add project example to selected Category of work, click "View/Edit Project Examples", 4th column.
4. To view a summary of selected "Category of Work" items, click "Go back to Small Works Roster Account > Category(s) of Work" at the top/bottom of the page.

SCREEN SHOT 8B/ SMALL WORKS ROSTER:

Screen shot of page with categories of work selected.

SCREEN SHOT 9A/SMALL WORKS ROSTER:

Screen shot of page with no categories of work selected.

Small Works Roster Account - View/Edit Project Examples

| Services |
| Solicitations |
| Consultants |
| Contractors |
| Suppliers |
| NIGP Search |
| Forms |
| FAQ |
| Contact Us |
| Outreach Programs |
| Resources |
| Related Links |
| News |
| Sitemap |

CATEGORY OF WORK	STATUS	NUMBER OF PROJECT EXAMPLES ENTERED
Abatement Services-Hazardous Materials	Application In-Progress	0

REMINDER:

- You must provide 2 project examples demonstrating your firm's qualifications to perform work in this category.
- You will not be able to edit project examples while your account status is Submitted, or your category status is Submitted or Approved.
- Go to Small Works Roster Account > Category(s) of Work and click the "Submit for Evaluation" button if you have completed two project examples for this category.

ENTER NEW PROJECT EXAMPLE

Project Name:

Project Location:

Owner/Agency Info:

Please provide:

(250 characters maximum - mulitple lines allowed)

- Owner/Agency name and address
- Current name, phone number and email address of owner's project representative or other person who can verify Contractor's experience on this project.

Contractor Project Role:

Scope of Work:
(500 characters maximum - mulitple lines allowed)

Add Project Example

Go to Add/Remove Category(s) of Work

Go to Small Works Roster Account > Category(s) of Work and click the "Submit for Evaluation" button if you have entered two project examples for this category.

1. Read the direction carefully.
2. Click "Add Project Example". Provide two (2) project examples.
3. To add or delete a category of work, click "Go to Add/Remove Category(s) of Work".

Small Works Roster Account - View/Edit Project Examples

Services
Solicitations
Consultants
Contractors
Suppliers
NIGP Search
Forms
FAQ
Contact Us
Outreach Programs
Resources
Related Links
News
Sitemap

CATEGORY OF WORK	STATUS	NUMBER OF PROJECT EXAMPLES ENTERED
Abatement Services-Hazardous Materials	Application In-Progress	2

REMINDER:
- You must provide 2 project examples demonstrating your firm's qualifications to perform work in this category.
- You will not be able to edit project examples while your account status is Submitted, or your category status is Submitted or Approved.
- Go to Small Works Roster Account > Category(s) of Work and click the "Submit for Evaluation" button if you have completed two project examples for this category.

PROJECT EXAMPLES

Project Name:	example 1		Edit	Delete
Project Location:	example 1			
Owner/Agency Info:	example 1			

Contractor Project Role: example 1

Scope of Work:
example 1example 1example 1example 1example 1example 1

Project Name:	example 2		Edit	Delete
Project Location:	example 2			
Owner/Agency Info:	example 2			

Contractor Project Role: example 2

Scope of Work:
example 2example 2example 2example 2example 2

Go to Add/Remove Category(s) of Work

Go to Small Works Roster Account > Category(s) of Work and click the "Submit for Evaluation" button if you have entered two project examples for this category.

Screen view with a "Category of Work" chosen and two project examples entered.

1. If you have entered 2 project examples for this category, click "Go to Small Works Roster Account > Category(s) of Work" to view a summary list of selected category(s) of work and project examples."

2.